

CLAIMS



- Claims should be signed by the attorney or party requesting payment.
- Attach documents reflecting proof of debt (invoices, statements, contracts, etc.) to the back of the claim.
- Claim amounts should be divided by priority, secured and unsecured categories.

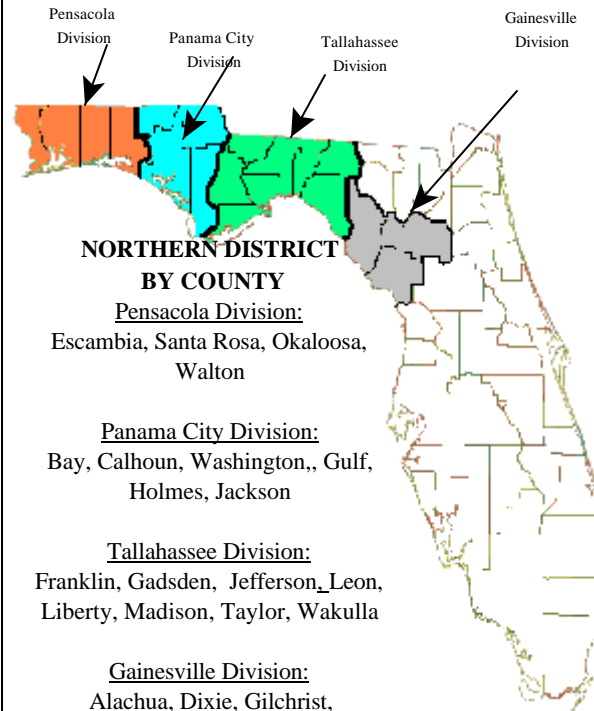
ADVERSARY PROCEEDINGS

- Adversary Proceedings must be accompanied by an A.P. Cover Sheet, Summons and Filing Fee (if applicable).
- Submit a completed summons for each defendant named in the complaint.

SEQUENCE OF FORMS

When filing a new petition, please submit the forms in the following order:

- Petition (2 pages)
 - Summary of Schedules
 - Schedules A - J
 - Declaration Concerning Schedules
 - Statement of Financial Affairs (signed by debtors)
 - Statement of Intention (Chapter 7)
 - Disclosure of Attorney Compensation



NORTHERN DISTRICT BY COUNTY

Pensacola Division:
Escambia, Santa Rosa, Okaloosa,
Walton

Panama City Division:
Bay, Calhoun, Washington, Gulf,
Holmes, Jackson

Tallahassee Division:
Franklin, Gadsden, Jefferson, Leon,
Liberty, Madison, Taylor, Wakulla

Gainesville Division:
Alachua, Dixie, Gilchrist,
Lafayette, Levy

HELPFUL WEB SITES

U.S. Bankruptcy Court, Northern District of Florida:

www.flnb.uscourts.gov

American Bankruptcy Institute:

www.abiworld.org

Federal Judiciary Home Page:

www.uscourts.gov

PACER Service Center

www.pacer.psc.uscourts.gov

E-MAIL US

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Melissa_O_McClure@flnb.uscourts.gov
Kevin_Davis@flnb.uscourts.gov

TIPS FOR ATTORNEYS

A Quick Reference Guide For The Bankruptcy Practitioner

October 1, 2002



U.S. Bankruptcy Court Northern District of Florida

William W. Blevins, Clerk



227 N. Bronough Street, Rm. 3120
Tallahassee, FL 32301-1378
(850) 942-8933

Melissa McClure ~ Operations Manager

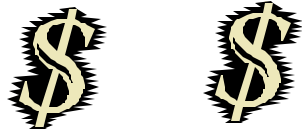
220 W. Garden Street, Ste. 700
Pensacola, FL 32501-5744
(850) 435-8475

Kevin Davis ~ Deputy in Charge

FILING FEES*

The following represents only a partial list of the most common fees. For a complete fee schedule, please contact the Office of the Clerk.

Chapter 7	\$200.00
Chapter 11	\$830.00
Chapter 12	\$230.00
Chapter 13	\$185.00
Adversary Proceeding**	\$150.00
Amended Schedules^	\$ 20.00
Certification	\$ 7.00
Copy Charge (per page)	\$.50
Motion to Abandon	\$ 75.00
Motion for Relief	\$ 75.00
Motion to Reopen (7 & 13)	\$155.00
Motion to Convert'	\$ 15.00
Motion to Deconsolidate	\$ 77.50
Notice of Appeal	\$105.00
Retrieval from Archives	\$ 35.00
Search Fee	\$ 20.00



Please be sure to include the appropriate fee in order to avoid time-critical documents from being returned unprocessed.

Please make checks payable to:
Clerk, U.S. Bankruptcy Court

*Current as of September, 2002.

**No fee is due for A.P. filed by the debtor.

^Fee applies only if adding or deleting creditor(s).

' Conversion to Chapter 11 requires additional fee.

MOTION PRACTICE

- When submitting a motion, always include a hearing request or proposed order. [See Local Rule 9073-1B(1)].
- When submitting a hearing request form, indicate how much time will be required for the hearing.
- In a Motion to Avoid Lien, list the name and address of the affected creditor in the text of the motion.
- If a hearing is settled, notify the court of the settlement and follow-up with a proposed order.

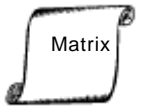
EMERGENCY HEARINGS

- A request for an emergency hearing should include a "Statement of Need for Emergency Hearing." [See Local Rule 9073-1C(3)].

PROPOSED ORDERS

- Do not send *copies* of proposed orders. Send only the *original*.
- List the name of the person preparing the order in the lower left corner of the signature page. [See Local Rule 9072-1A].
- In Adversary Proceedings, submit stamped and addressed envelopes for each party to be served with the order. [See Local Rule 9072-1C].
- Leave sufficient room at the bottom margin of the first page for the file stamp and the EOD stamp.

LIST OF CREDITORS



- Use at least a 10-pitch font. The scanner will not read smaller fonts.
- Omit all punctuation in the address line and use the standard two-letter postal abbreviation for the state. Be sure to include zip code.
- Leave the matrix unattached from the petition and schedules. Do not staple or hole-punch.
- Always submit the original matrix.
- Do not include account numbers or duplicate creditor addresses on the matrix.

AMENDMENTS

- When adding a creditor, do not submit a complete new matrix. Include only the new creditor(s) being added. [See Local Rule 1009-1C].
- When filing an amendment, indicate on the document the purpose of the amendment. (e.g., add creditor, change classification of creditor from secured to unsecured, etc.).

COPY REQUIREMENTS



- For new petitions, the clerks office will retain:

Chapter 7 ORIGINAL plus THREE COPIES
Chapter 11 ORIGINAL plus FIVE COPIES
Chapter 13 ORIGINAL plus THREE COPIES
- To receive a return copy of ANY document, you must submit an *extra* copy and a *self-addressed, stamped envelope*.

CM/ECF and Your Firm

1. Introduction and Background Information

2. Software/Hardware Issues

A. Big Items

- System Requirements for CM/ECF and Pleading Preparation Programs
- Basic List of Hardware and Software (*see Attachment*)
- Atty Comment: put up funds to do it right – will pay for itself in time and trouble saved

B. Connections

- Dial-up will work, but.....
- T-1, DSL or Cable best bet

C. PDF software

- WORD – print function
- WordPerfect – publish to
- Adobe Acrobat (\$249)
- Adobe Acrobat Messenger (\$1,499)
- PdfFactory and pdfFactory Pro/Fine Print (\$49.95/\$99.95)

D. Bankruptcy Software Packages found (\$500 - \$1,400 depending on # of users)

Bankruptcy Plus - <http://www.cornerstone-computer.com/>
Best Case/One Touch - <http://www.bestcase.com/>
Collier TopForm/LEXIS - <http://www.bender.com/topform/>
EZ-Filing - <http://www.ezfilling.com/>
New Hope/Bankruptcy 2002 - <http://www.bankruptcysoftware.com/>
West – www.westgroup.com/store

E. Scanners

3. Training & Communication

A. Seminars: Introduction and refreshers

B. Training events with you and your staff

C. Multiple Communication Paths

- E-mail listserv
- Web site: rely on web-site more than ever before since not have to travel to intake area any more; items such as training, updates, system maintenance, statistic, event code changes
- Newsletters

4. Law Office Procedures

A. Line to be drawn with regard to FYI's: re-organization of your office routine and duties

B. HEAVIER e-mail traffic and how to handle

C. Speed of connection

D. Weekend and evening activity is available and growing

E. Training of your staff on Internet, use of PDF files, and Web Browser

5. On-Line Demonstration of Program



Electronic Access to Courts

- [About CM/ECF](#)
- [User Information](#)
- [Court Links](#)
- [FAQs](#)
- [Contact Information](#)
- [CM/ECF Homepage](#)
- [Return to Electronic Access to Courts](#)

Case Management

CM / ECF

Electronic Case Files

User Information

[Hardware and Software Information](#)

[Document Format](#)

[Procedural Rules for Lawyers](#)

Hardware and Software Information

Filing documents into CM/ECF electronic filing systems requires the following hardware and software:

- A personal computer running a standard platform such as Windows or Macintosh.
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word.
- Internet service.
- Netscape Navigator version 4.6 or 4.7. (Netscape 6 is not recommended for use with CM/ECF.) The newest version of the CM/ECF system for bankruptcy courts has been certified to be compatible with Internet Explorer 5.5. District court systems are currently being tested to certify compatibility.
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer is recommended. Acrobat Writer Version 3.X, 4.X and 5.0 adequately meet the CM/ECF filing requirements.
- Adobe Acrobat Reader, which is available for free, is needed for viewing PDF documents.
- A scanner may be necessary to create electronic images of documents that are not in your word processing system.

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Document Format

CM/ECF systems are designed to accept only documents in Portable Document Format (PDF). This format was chosen because it allows a document to retain its pagination, formatting and fonts no matter what type of computer is used to view or print the document. It is also an open standard format. Adobe developed the format, and offers software that allows conversion of documents created in most word processing systems into PDF. This software is recommended. Several word processing programs also contain features that convert documents created in those programs into PDF.

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Procedural Rules for Lawyers

Rule 5(e) of the Federal Rules of Civil Procedure, Rule 5005(a) of the Federal Rules of Bankruptcy Procedure, Rule 25(a) of the Federal Rules of Appellate Procedure, and Rule 49(d) of the Federal Rules of Criminal Procedure were all amended in 1996 to authorize individual courts by local rule to permit papers to be filed by electronic means. Most courts that offer electronic filing have issued an authorizing local rule; most have supplemented the local rule with a general order and/or procedures that set forth the relevant procedures governing electronic filing in that court. Individual court rules and procedures are generally available on their [Web sites](#). Recent amendments to Rules 5(b) and 77 of the Federal Rules of Civil Procedure and Rules 7005 and 9022 of the Federal Rules of Bankruptcy Procedure, effective December 1, 2001, authorize service of documents by electronic means if parties consent. The amendments do not apply to service of process. Comparable amendments to the Federal Rules of Appellate Procedure and Federal Rules of Criminal Procedure are also under consideration. For more information, [click here](#).

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Local or remote access from any location.

24-hour availability for filing bankruptcy cases, adversary proceedings and documents.

Immediate confirmation to filers of documents.

Optional e-mail notification to filings in cases of interest.

24-hour electronic access to electronic files.

Print documents from your printer. No more copy requests or delays.

View and print "up-to-the-minute" docket sheets, claims registers and other reports.

Reduced paper and copying costs.

Reduced courier and mailing costs.

User training and certification.

On-line user instruction manuals.

Hands-on practice database.

[Help desk support](#)

Check out our "[Learn it Online](#)" pages.



Electronic Access to Courts

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Case Management

CM / ECF

Electronic Case Files

Courts Accepting Electronic Filings

U.S. Bankruptcy Courts

[Alabama Middle Bankruptcy Court](#)
[Alabama Southern Bankruptcy Court](#)
[Alaska Bankruptcy Court](#)
[Arizona Bankruptcy Court](#)
[Arkansas Bankruptcy Court](#)
[California Southern Bankruptcy Court](#)
[Delaware Bankruptcy Court](#)
[Georgia Northern Bankruptcy Court](#)
[Illinois Southern Bankruptcy Court](#)
[Iowa Northern Bankruptcy Court](#)
[Kentucky Eastern Bankruptcy Court](#)
[Kentucky Western Bankruptcy Court](#)
[Louisiana Eastern Bankruptcy Court](#)
[Louisiana Middle Bankruptcy Court](#)
[Missouri Western Bankruptcy Court](#)
[Nebraska Bankruptcy Court](#)
[New Hampshire Bankruptcy Court](#)
[New Jersey Bankruptcy Court](#)
[New York Eastern Bankruptcy Court](#)
[New York Southern Bankruptcy Court](#)
[North Carolina Western Bankruptcy Court](#)
[South Dakota Bankruptcy Court](#)
[Texas Southern Bankruptcy Court](#)
[Texas Western Bankruptcy Court](#)
[Vermont Bankruptcy Court](#)
[Virginia Eastern Bankruptcy Court](#)
[Washington Western Bankruptcy Court](#)
[Wisconsin Western Bankruptcy Court](#)

U.S. District Courts

[California Northern District Court](#)

[District Of Columbia District Court](#)

[Indiana Southern District Court](#)

[Michigan Western District Court](#)

[Missouri Western District Court](#)

[Nebraska District Court](#)

[New York Eastern District Court](#)

[Ohio Northern District Court](#)

[Pennsylvania Eastern District Court](#)

[Oregon District Court](#)



U.S. Bankruptcy Court for the Eastern District of Virginia

Electronic Case Filing Tutorial for Attorneys and Law Firm Staff

Version 1 Compliant

Welcome to Electronic Case Filing 101

The Electronic Case Filing (ECF) Tutorial is designed for attorneys interested in learning how to use the CM/ECF system. Through guided practice, using simulated CM/ECF screens and actions, you will learn how to file pleadings and other materials using the CM/ECF system.

The tutorial consists of six modules. The first five modules guide you through specific CM/ECF functions such as how to file a motion or how to create a docket report. The sixth module contains a link to an Adobe Acrobat tutorial on working with PDF documents.

If you are a new CM/ECF user, you should begin with Module 1 and continue to the end of Module 6. At any point in the tutorial, you can bookmark your place and return when and where it is convenient to you. The entire tutorial will take you about an hour to complete.

To begin, select one of the links below.

Module 1: Introduction

- [How to use the Tutorial](#)
- [Introduction to CM/ECF](#)
- [Security/Privacy Issues](#)
- [Frequently Asked Questions](#)

Module 2: Bankruptcy Events

- [Filing a Bankruptcy Case](#)
- [Filing a Motion](#)
- [Filing an Objection or Response](#)
- [Filing a Proof of Claim](#)

Module 3: Creditor Maintenance

- [Format Rules for Creditor Matrices](#)
- [Uploading a Creditor Matrix](#)

Module 4: Adversary Events

- [Filing an Adversary Case](#)

Module 5: Queries and Reports

- [Associated Cases](#)
- [Calendars](#)
- [Case Summaries](#)
- [Docket Reports](#)

Module 6: Working with Documents

[Converting a Word or WordPerfect Document to PDF](#)